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13 July 1961

MEMORANDUM FOR :

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SUBJECT : Report of Cable Secretariat Operations
from 1 January to 30 June 1961

1. Cables Processed

a. From 1 January to 30 June 1961 the Cable Secretariat reproduced 97,903 CIA IN cables, 37,278 CIA OUT cables, 7,083 TD's and 5,613 miscellaneous items for a total of 147,877 work items for the first six months of 1961. This represents a total increase of 37,937 or 34% more than the same period for 1960 broken down as follows: 28,075 or 40% more CIA IN cables, 8,669 or 30% more CIA OUT cables, 614 or 9% more TD's and 579 or 12% more miscellaneous items. We processed an average of 960 CIA cables daily Monday thru Friday, 674 CIA cables on Saturday and 305 on Sunday.

b. 10,778 or 7.9% of all CIA cables were furnished to the Director. This represents an increase of 3,409 or 46% more than 1960.

c. Non-CIA cables totaled 87,850, an increase of 7,514 or 9% more than in the first six months of 1960. Total number of copies increased 183,421 or 18%.

2. Personnel

At the close of the first half of 1961 the Cable Secretariat had an on-duty strength . This compares to an on-duty strength at the close of 30 June 1960. However, in January 1961 we picked up an additional 13 persons by the transfer of the Non-CIA Cable Dissemination Branches of RID and OCR. This raised our total ceiling strength . During the last six months we lost two persons (one Cable Analyst transferred to WH and one Offset Pressman transferred to OC). Offsetting our losses we gained seven replacements.

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3. Training

a. Agency training facilities appropriate for our personnel accounted for eight Cable Secretariat personnel having attended one or more training courses during the first half of this year.

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3. b. Within the "L" Building component of the Cable Secretariat, all of the CSDO's, A/CSDO's, Releasing Officers and Cable Analysts have completed the IOC Course. In addition all of the CSDO's and A/CSDO's have completed the Ops Familiarization and Supervision Courses. All of the A/CSDO's have completed the CI/Fam Course. Also, all Releasing Officers have completed CSR, CI/Fam and all but one have completed the Ops Support and Supervision Courses. We are continually looking for courses appropriate for our personnel. Agency training for [] 25X1A people will commence in earnest in the calendar year 1962. Right now they are busy training on internal Cable Secretariat procedures.

4. General

a. On 22 January 1961 the Cable Secretariat assumed responsibility for the dissemination of non-CIA cables. This was the result of the Management Staff's study which concluded that the Cable Secretariat could disseminate non-CIA cables to the DDP faster than the present system. This seems to be true since WH Division has expressed their appreciation in this improved handling of non-CIA cables. It is their belief that the delivery of non-CIA cables to WH has been reduced by six hours.

b. Arrangements were completed to increase the number of non-CIA cable deliveries to DDP components by utilizing the services of the Cable Secretariat couriers and the CIA courier service. As a result cable deliveries have been increased from 7 to 12. The arrangements have substantially reduced the time lag in the delivery of cables to DDP components.

c. In April 1961 arrangements were made to transfer the Department of State Despatch Weekas and Bi-weekly Economic Reviews to the Documents Division, Office of Central Reference. The Non-CIA Cable Branch will handle only the electrically transmitted Weekas.

d. The reproduction of non-CIA cables is now being done by a multilith operator. The reproduction was previously done by Thermofax. This was costly and we believe that by using the multilith to reproduce cables we have reduced the cost substantially.

25X1A e. Mr. Kirkpatrick and [] of the Inspector General's office paid us a visit in March 1961. This was the first opportunity we have had to show Mr. Kirkpatrick just how the Cable Secretariat operates.

f. In the month of March 1961 traffic exceeded anything we have ever done in the history of the Cable Secretariat. Total work items handled in both shops were 44,587. This represented a 44% increase in CIA cables over the 1960 monthly average of 19,800 and an 18% increase in non-CIA cables over the 1960 monthly average of 13,000.

4. g. A complete review of cable dissemination requirements for both CIA and non-CIA cables was completed in this period and all requirements have been updated to be current as of May-June-July 1961.

5. Cable Secretariat Career Service

The CSCP met six times during the first half of 1961 for the transaction of personnel career business. A statistical summary of Panel operations follows:

Promotions recommended - 8

Promotions denied - 0

Transfers & resignations reviewed - 2

Career considerations other than promotions - 43

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Cable Secretary

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